

CAREER OPPORTUNITY ANNOUNCEMENT

DO NOT REMOVE POSTING

AN EQUAL OPPORTUNITY EMPLOYER. CANDIDATES WILL BE CONSIDERED WITHOUT DISCRIMINATION FOR ANY NONMERIT REASON SUCH AS RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, MARITAL STATUS, PHYSICAL OR MENTAL HANDICAPS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

POSITION TITLE Auditor/Management Analyst		ANNOUNCEMENT NUMBER 0214002	DATES: OPENING 10/22/01	CLOSING (Close of business) 11/16/01	EXPIRATION (For "Open Unit Filled" vacancies remove posting on this date)
SERIES 0511	GRADE 0343	KNOWN PROMOTION POTENTIAL TO GG-12/13	AREA OF CONSIDERATION NATIONWIDE WASHINGTON, DC COMMUTING AREA REGION COMMUTING AREA <input checked="" type="checkbox"/> OTHER Status Only		TYPE OF POSITION BARGAINING UNIT <input checked="" type="checkbox"/> FULL-TIME <input checked="" type="checkbox"/> PERMANENT APPOINTMENT <input checked="" type="checkbox"/> INCUMBENT IS SUBJECT TO RANDOM DRUG TESTING NONBARGAINING UNIT <input checked="" type="checkbox"/> PART-TIME TEMPORARY APPOINTMENT NOT TO EXCEED
ORGANIZATION LOCATION Office of the Inspector General Assistant Inspector General for Audits					
DUTY LOCATION Rockville, MD		TRAVEL REQUIREMENTS 10 percent	NAME OF IMMEDIATE SUPERVISOR Stephen D. Dingbaum		

APPLICATION INSTRUCTIONS: COMPLETE AND SUBMIT THE FOLLOWING TO THE ADDRESS SPECIFIED AT THE BOTTOM OF THIS PAGE. (Use the Vacancy Announcement Number in all correspondence.)

1. AN UPDATED SF171 PERSONAL QUALIFICATIONS STATEMENT OR APPLICATION FOR GOVERNMENT EMPLOYMENT OR RESUME
2. AN NRC FORM 115, VACANCY APPLICATION STATUS NOTICE (NRC applicants only).
3. A COPY OF YOUR CURRENT PERFORMANCE APPRAISAL OR A SIGNED STATEMENT THAT IT IS NOT AVAILABLE.
4. NRC APPLICANTS(ONLY); FOUR COPIES OF APPLICATION MATERIALS REQUESTED.
5. THE NRC IS A ZERO-TOLERANCE AGENCY WITH RESPECT TO ILLEGAL DRUG USE.
6. OTHER (Specify): **NO RELOCATION COSTS**

NOTICE: APPLICATIONS MAY BE REFERRED TO THE RATING ENTITY A MINIMUM OF SIXTEEN (16) CALENDAR DAYS AFTER OPENING DATE.

NONBARGAINING UNIT POSITIONS ONLY. CANDIDATES WHOSE PRESENT PROMOTION POTENTIAL DOES NOT EXCEED THE POTENTIAL OF THIS VACANCY MAY NOT BE SUBJECT TO RATING PROCEDURES AND MAY BE REFERRED DIRECTLY TO THE SELECTING OFFICIAL.

DUTIES OF POSITION (If this position is announced at multiple grade levels, these duties describe the full performance level; at lower grade levels the duties may vary slightly and will be performed under somewhat closer supervision.)

Incumbent plans, conducts, and reports on program audits and evaluations which have an impact on Nuclear Regulatory Commission (NRC) operations. These audits provide the Commission, the Executive Director for Operations and the Chief Financial Officer appraisals and recommendations covering the functional operations and programs in the NRC. This position requires visits to nuclear power plants and other nuclear facilities.

CONTINUED ON BACK

QUALIFICATIONS REQUIRED (If the position is announced at multiple grade levels, these qualifications describe the full performance level, unless otherwise specified. The position description, immediate supervisor, and/or NRC Manual chapter and Appendix 4108 can be consulted for more detailed qualification requirements and/or interpretation of qualifying experience.)

Candidates must have at least one year of specialized experience at the next lower grade level or equivalent.

SPECIALIZED EXPERIENCE for the Auditor (series 511) position is experience and training which demonstrates a sound knowledge of the principles, theories, and practices of accounting or auditing; and an ability to apply modern audit analyses methods to accomplish difficult

CONTINUED ON BACK

RATING FACTORS (Applicants are strongly encouraged to submit a statement addressing the Rating listed below.)

1. Ability to plan and conduct audits or evaluate programs.
(EXAMPLE: Describe specific work experience, training and/or developmental assignments which demonstrates your ability to plan and conduct audits or difficult assessments of programs some of which may be very difficult.)

2. Knowledge of program auditing.

CONTINUED ON BACK

FOR ADDITIONAL INFORMATION CONTACT

Martie Lopez-Nagle**Email: MXL3****Mail Stop: T-5 D28**

TELEPHONE

AREA
CODE
301NUMBER
415-5898

SEND APPLICATION MATERIALS TO:

<input checked="" type="checkbox"/> Human Resources Services & Operations Office of Human Resources	<input type="checkbox"/> Region I Personnel Officer	<input type="checkbox"/> Region II Personnel Officer	<input type="checkbox"/> Region III Personnel Officer	<input type="checkbox"/> Region IV Personnel Officer
U.S. Nuclear Regulatory Commission Washington, D.C. 20555	U.S. Nuclear Regulatory Commission 475 Allendale Road King of Prussia, PA 19406	U.S. Nuclear Regulatory Commission 61 Forsyth Street, SW (23785) Atlanta, GA 30303	U.S. Nuclear Regulatory Commission 801 Warrenville Road Lisle, IL 60532	U.S. Nuclear Regulatory Commission 611 Ryan Plaza Drive, Suite 400 Arlington, TX 76011

CAREER OPPORTUNITY ANNOUNCEMENT
(Continuation)

ANNOUNCEMENT NUMBER	OPENING DATE	CLOSING DATE (close of business)	PAGE	OF
			EXPIRATION DATE (For "Open Until Filled" vacancies, remove posting on this date)	
0214002	10/22/01	11/16/01		

DUTIES OF POSITION - CONTINUED

RELOCATION COSTS WILL NOT BE PAID TO THE WASHINGTON, DC COMMUTING AREA.

PLEASE SUBMIT RESUME INCLUDING SALARY HISTORY, SF-171 OR OF-612, MOST RECENT PERFORMANCE APPRAISAL, STATEMENT ADDRESSING THE RATING FACTORS AND A COPY OF THE MOST CURRENT SF-50 TO:

U.S. Nuclear Regulatory Commission
Office of the Inspector General
Attn: Martie Lopez-Nagle
Mail Stop: T-5 D28
Washington, DC 20555

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE.

CURRENT/REINSTATEMENT-ELIGIBLE FEDERAL EMPLOYEES WITH STATUS (TENURE GROUP 1 OR 2) WILL BE CONSIDERED THROUGH MERIT PROMOTION PROCEDURES UNDER THIS ANNOUNCEMENT AND MUST SUBMIT A COPY OF AN SF-50 (NOTIFICATION OF PERSONNEL ACTION) TO VERIFY COMPETITIVE STATUS OR REINSTATEMENT ELIGIBILITY. PLEASE NOTE: NRC EMPLOYEES DO NOT HAVE TO SUBMIT AN SF-50.

VETERANS WHO ARE PREFERENCE ELIGIBLES OR WHO HAVE BEEN SEPARATED FROM THE ARMED FORCES UNDER HONORABLE CONDITIONS AFTER 3 YEARS OR MORE OF CONTINUOUS ACTIVE SERVICE MAY APPLY. PROVIDE A COPY OF YOUR DD-214 OR OTHER PROOF OF ELIGIBILITY.

REASONABLE ACCOMMODATIONS WILL BE MADE FOR QUALIFIED APPLICANTS OR EMPLOYEES WITH DISABILITIES, EXCEPT WHEN DOING SO WOULD POSE AN UNDUE HARDSHIP ON THE EMPLOYING AGENCY.

QUALIFICATIONS REQUIRED - CONTINUED

assessments. A college degree with a minimum of 24 semester hours in accounting/auditing course work is required.

SPECIALIZED EXPERIENCE for the Management Analyst (series 343) position is experience and training which demonstrates a sound knowledge of the principles, theories, and practices of modern management analysis techniques.

RATING FACTORS - CONTINUED

(EXAMPLE: Describe specific work experience, training and/or developmental assignments which demonstrates your knowledge of auditing

CONTINUED ON NEXT PAGE

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(Continuation)

		PAGE	OF
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RATING FACTORS - CONTINUED

standards & procedures. Describe any experience you have had performing audits of Federal programs.)

3. Skill in written communication.

(EXAMPLE: Describe specific work experience, training and/or accomplishments which demonstrate your ability to communicate information in writing. What kind of information was provided and for what purposes? Describe the type of original writing you have performed, specifically those related to briefing materials, audit reports, audit and survey programs, and evidential audit material. What were your most challenging writing assignments?)

4. Ability to establish and effectively work with all levels of personnel within the NRC, Congress, and other Federal agencies.

(EXAMPLE: Describe the various levels of individuals you interact with and for what purposes. Provide examples of specific assignments or projects that required you to use tact and diplomacy to achieve cooperation. What techniques do you use to develop effective working relationships?)

NOTE: Breadth, recency and length of experience in the field; training, awards and commendations; past and current performance; and community or outside professional activities will be considered as they relate to each of the above factors to determine the level of knowledge, skill or ability of candidates.

EXECUTIVE AGENCIES ARE PROHIBITED FROM ACCEPTING OR CONSIDERING APPLICANTS FOR COMPETITIVE APPOINTMENTS OR POSITIONS BASED ON POLITICAL RECOMMENDATIONS FROM MEMBERS OF CONGRESS, CONGRESSIONAL EMPLOYEES, ELECTED STATE OR LOCAL GOVERNMENT OFFICIALS, AND POLITICAL PARTY OFFICIALS. SUCH OFFICIALS MAY ONLY SUPPLY STATEMENTS REGARDING THE CHARACTER AND RESIDENCE OF THE APPLICANT.